



***Facts
About Your
Michigan Department
of
Corrections***



The following information was developed by the Michigan Department of Corrections both as an informational guide for members of the public and for Department employees.



**Offenders in Michigan:
Prison
Jail
or
Probation**



All adults and juveniles sentenced as adults and convicted of offenses for which the statutory maximum is **more than one year** can be sentenced to a state prison.

The state's prison system is under the jurisdiction of the Michigan Department of Corrections.



Most convicted offenders are not, however, sent to prison.

Instead, most are supervised locally through probation while others are given a sentence of up to one year in a county jail.

Probation supervision is provided by the Department and by various Circuit Courts.



Convicted offenders who have served time in prison can, if eligible, be paroled.

Parole is a period of supervised release from prison during which the prisoner continues to serve his or her sentence in the community.

Parole supervision is also provided by the Department.



***The
Department's
Responsibility***



The criminal justice system consists of law enforcement, prosecution, defense, courts and corrections.

The primary function of the criminal justice system is to enhance public safety and ensure just punishment for criminal behavior.



As one of the components of that system, the Michigan Department of Corrections' mission is to create a safer Michigan through effective offender management and supervision in our facilities and communities while holding offenders accountable and promoting their rehabilitation.



The Department accomplishes this mission by ensuring that judges and criminal justice agencies have the broadest possible array of viable sentencing and sanctioning options available to them.



***The
Department's
Organizational
Structure***



The Michigan Department of Corrections is one of the largest departments in state government with over 14,000 employees across Michigan.

Final responsibility for operation of the Department rests with the Governor who appoints the Director with the advice and consent of the State Senate.

The Director is the chief administrative officer of the Department and is responsible for the overall operation of the Department.



The headquarters for the Michigan Department of Corrections is located in the GrandView Plaza Building which is at 206 E. Michigan Avenue in downtown Lansing.

More commonly referred to as "Central Office", the Director's Office as well as the Department's executive offices are located in the GrandView Plaza Building.



In order to achieve its mission and responsibilities, the Department is organized into 4 major administrative units. These include:

The *Director's Office*,

The *Correctional Facilities Administration*,

The *Field Operations Administration*, and

The *Operations Support Administration*.

**Correctional
Facilities
Administration**

**Field
Operations
Administration**

Although more information will be presented on the 2 largest administrations - the *Correctional Facilities Administration* and the *Field Operations Administration* - every administration, bureau, office, work site, and employee are equally important and essential to meeting the Department's goals.

The role and responsibilities of each of these administrative units is presented on the following pages.



***The
Director's
Office***

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**DIRECTOR'S
OFFICE**

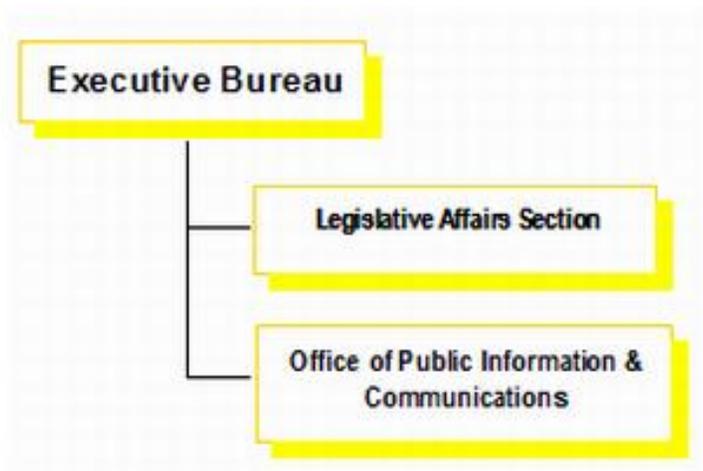
**Executive
Bureau**

The Director's Office

The Director is the chief administrative officer of the Department and is responsible for the overall operation of the Department.

The Director may appoint special assistants to oversee specialized areas within the Department.

The Director's Office also includes the **Executive Bureau**.



The **Executive Bureau** includes the following:

The **Legislative Affairs Section**, which is responsible for coordinating the Department's legislative liaison activities.

The **Office of Public Information and Communications**. The head of this office serves as the Department's chief spokesperson with the news media.

This office is responsible for coordinating the Department's contacts with the news media, including the types of information to be released and for providing information about Department activities to the general public.

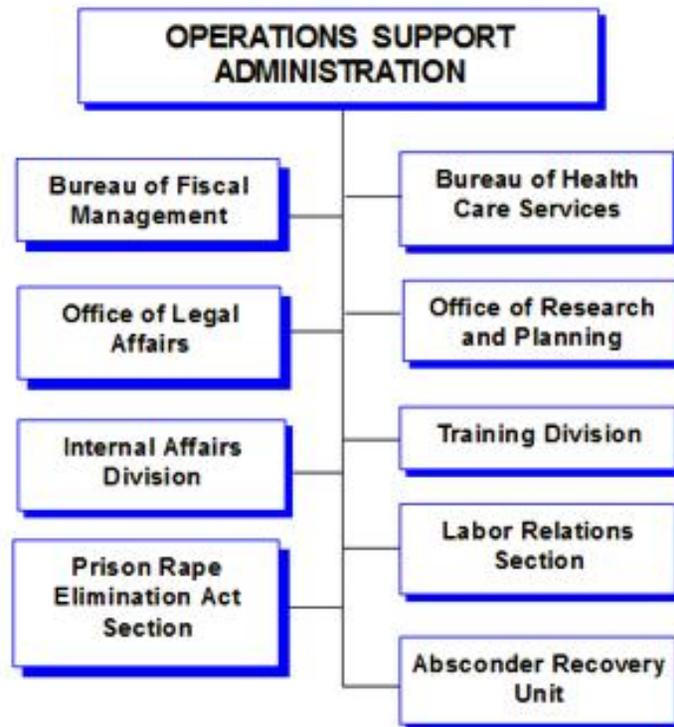


***The
Operations
Support
Administration***

**OPERATIONS
SUPPORT
ADMINISTRATION**

The **Operations Support Administration** is headed by a Deputy Director who provides oversight of all Central Office staff support functions and for providing internal organizational support to the Department's operational units.

The OSA Administrator also provides Department oversight of all human resource services, including services related to equal employment opportunity and allegations of discriminatory harassment provided to Department staff by the Civil Service Commission.



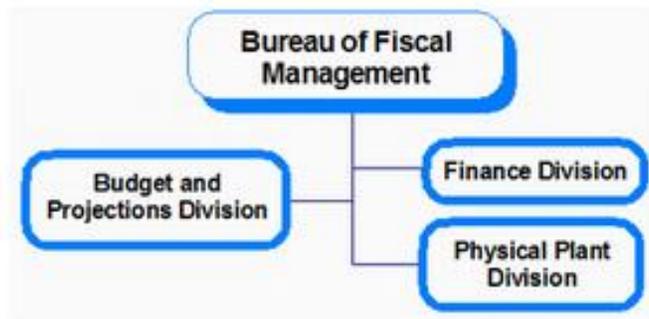
This administration is organized into 9 administrative units that provide a wide variety of services to the Department.

**OPERATIONS
SUPPORT
ADMINISTRATION**

**Bureau of Fiscal
Management**

The **Bureau of Fiscal Management** is responsible for coordinating the budget development process, financial management, and contract management for the Department.

The Bureau monitors the fiscal operations of the Department to ensure compliance with policy, the Administrative Guide for State Government, and generally accepted accounting principles.



There are 3 administrative units within the Bureau of Fiscal Management:

The [Budget and Projections Division](#) develops the Department's annual budget, revenue and expenditure projections, and developing annual spending plans for the Department.

The [Finance Division](#) is responsible for establishing and maintaining appropriate account structure to record Department-wide revenues, expenditures, assets, and liabilities.

The [Physical Plant Division](#) is responsible for development of new construction, remodeling, and major maintenance projects and Department fire safety standards and environmental affairs.

Bureau of Health Care Services

The **Bureau of Health Care Services** is responsible for the coordination and monitoring of health care services for prisoners in Department correctional facilities.



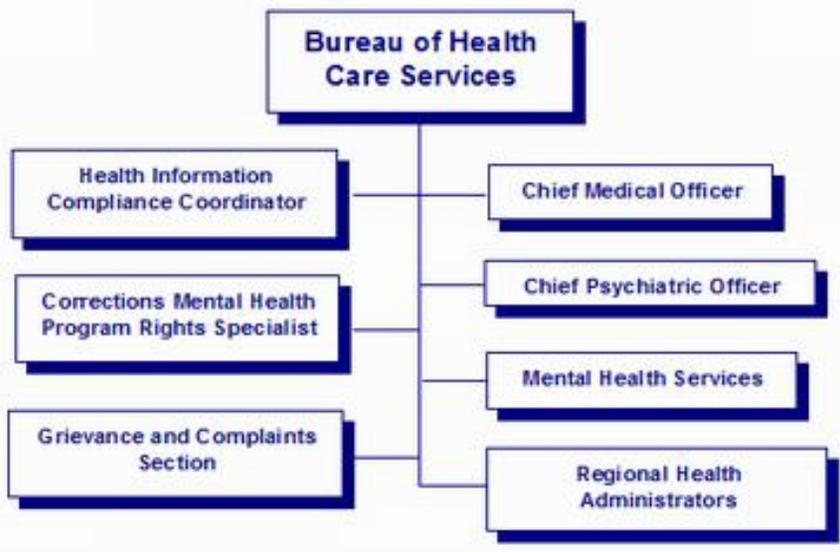
Providing quality health care to prisoners is an important Departmental responsibility.

The State is liable for meeting standards in health care set by State and Federal law and by court decisions.

Failing to meet those standards would unnecessarily expose Michigan's taxpayers to expensive litigation on top of health-care costs.

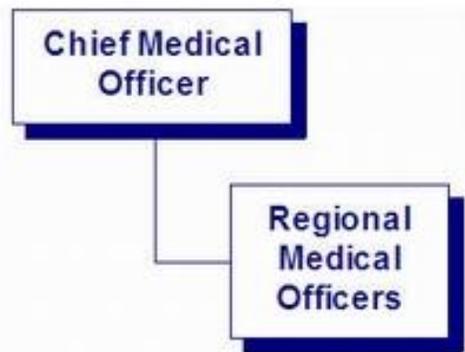


The Department works on making sure the delivery of health care is as cost-effective as possible by providing good medical care through a variety of methods including Telemedicine, health-care co-pays and managed care.



The Bureau of Health Care Services is divided into 7 administrative units:

1. Chief Medical Officer,
2. Chief Psychiatric Officer,
3. Mental Health Services,
4. Regional Health Administrators,
5. Health Information Compliance Coordinator,
6. Corrections Mental Health Program Rights Specialist,
7. Grievance and Complaints Section.



The **Chief Medical Officer** is responsible for oversight and direction regarding medical and clinical practice of prisoner health care.

The Chief Medical Officer also reports to the Director for medical policy purposes.

Regional Medical Officers report to the Chief Medical Officer. They are responsible for oversight of medical and clinical services provided within geographic regions as determined by the BHCS Administrator.



The [Chief Psychiatric Officer](#), who is administratively housed in BHCS but reports to the Director for psychiatric policy purposes.

The Chief Psychiatric Officer is responsible for oversight and direction regarding psychiatric practice of prisoner health care.

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**Bureau of Health
Care Services**

Mental Health Services

Mental Health Services provides oversight of program development for prisoner mental health services, as determined by the BHCS Administrator.

The Administrator of Mental Health Services serves as Director of the Corrections Mental Health Program for mental health services provided under MCL 330.2003 et seq.

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**Bureau of Health
Care Services**

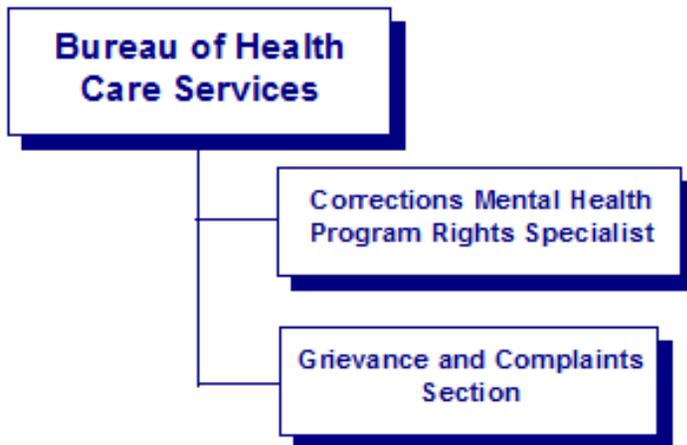
**Regional Health
Administrators**

Regional Health Administrators are responsible for oversight of program development and all health care services provided within geographic regions as determined by the BHCS Administrator.

**Bureau of Health
Care Services**

Health Information
Compliance Coordinator

The [Health Information Compliance Coordinator](#) is responsible for coordinating medical record documentation, including use of the electronic medical record.



The [Corrections Mental Health Program Rights Specialist](#) is responsible for ensuring prisoners are receiving mental health care services consistent with state and federal law and applicable Department policies and procedures.

The [Grievance and Complaints Section](#) is responsible for responding to prisoner health care issues raised by prisoners and others.

This includes responding to Step III grievances referred for response by the Grievance Section of the Office of Legal Affairs.

Office of Legal Affairs

Freedom of Information
Act Section

Grievance Section

Litigation Section

Policy Section

Rehearings Section

The **Office of Legal Affairs** is responsible for the coordination of Department communications with the Attorney General's Office regarding legal issues that affect the Department.

Included in the Office are the following: the [Freedom of Information Act Section](#), the [Grievance Section](#), the [Litigation Section](#), the [Policy Section](#), and the [Rehearings Section](#).

Office of Legal Affairs

Freedom of Information Act Section

Grievance Section

Litigation Section

Policy Section

Rehearings Section

The [Freedom of Information Act Section](#) is responsible for coordinating the Department's compliance with the Freedom of Information Act.

The [Grievance Section](#) is responsible for coordinating investigations and decisions of prisoner grievances at the third step. This section is also responsible for coordinating prisoner property reimbursement with the State Administrative Board.

Office of Legal Affairs

Freedom of Information Act Section

Grievance Section

Litigation Section

Policy Section

Rehearings Section

The [Litigation Section](#) is responsible for coordinating the litigation activities against the Department or its employees with the Department of Attorney General. This section also is responsible for coordinating the Department's compliance with court orders.

The [Policy Section](#) is responsible for maintaining the documentation system and development of the Department's administrative rules, Director's Office Memoranda, and policy directives.

The [Rehearings Section](#) is responsible for review of appeals from all formal administrative hearings. The Section Manager serves as the Department's Hearings Administrator.

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Office of Research & Planning

Automated Data Systems Section

The **Office of Research and Planning** provides corrections research including statistical analyses, legislative impact studies, program evaluation, validation reports, and prisoner population projections.

This office also responds to requests for data on offenders and prepares short-term analyses and program reviews.

The [Automated Data Systems Section](#) is within the Office of Research & Planning. This section is responsible for all aspects of the automated data processing and computerized information systems, including establishing Department standards and management of usercode and password maintenance.

**OPERATIONS
SUPPORT
ADMINISTRATION**

**Internal Affairs
Division**

The **Internal Affairs Division** is responsible for conducting or directing the investigation of allegations of felonious conduct by staff and other allegations against staff as determined by the Director.

**OPERATIONS
SUPPORT
ADMINISTRATION**

Training Division

The **Training Division** is responsible for coordinating all new employee and in-service training for staff, including leadership training, and recruiting new employees.

Included within the this division is the **Ordnance Unit**, which is responsible for researching and evaluating ordnance to be used by the Department. This unit also is responsible for development, implementation, and evaluation of all ordnance related training.

**OPERATIONS
SUPPORT
ADMINISTRATION**

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**Labor Relations
Section**

The **Labor Relations Section** is responsible for responding to staff grievances and unfair labor practice charges and representation at related conferences, hearings, arbitration and contract disputes.

**OPERATIONS
SUPPORT
ADMINISTRATION**

**Prison Rape
Elimination
(PREA)
Section**

The **Prison Rape Elimination Act (PREA) Section** is responsible for monitoring compliance with Policy Directive 03.03.140 - *Prohibited Sexual Conduct Involving Prisoners*, and coordinating implementation of Federal PREA standards.



The last subgroup in the Operations Support Administration is the [Absconder Recovery Unit](#).

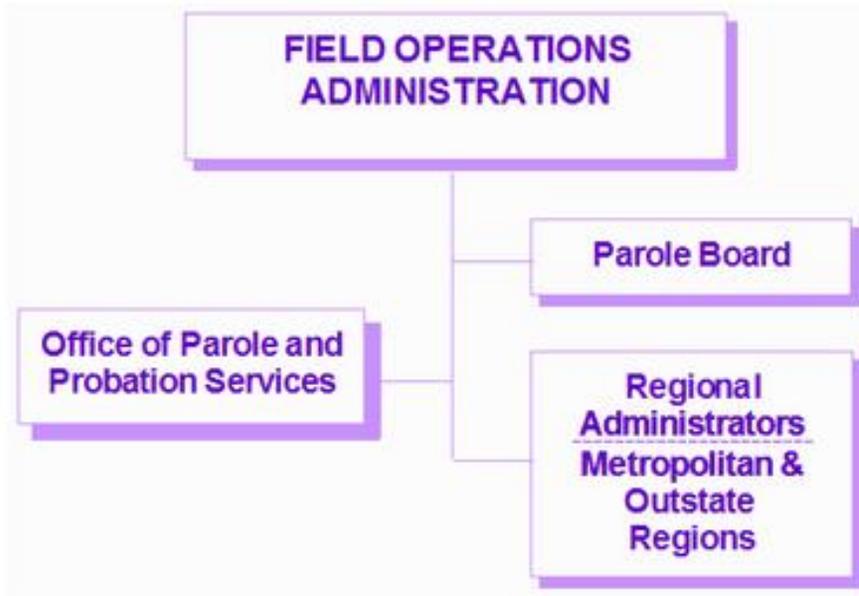
This unit is responsible for investigating, locating, and arresting escapees, parole violators, and probationers.



***The
Field Operations
Administration***



The **Field Operations Administration** is headed by a Deputy Director who is responsible for the management and operation of all facilities, services, and programs in the Field Operations Administration and for providing investigative support, information, and sentencing recommendations to the courts in criminal cases.

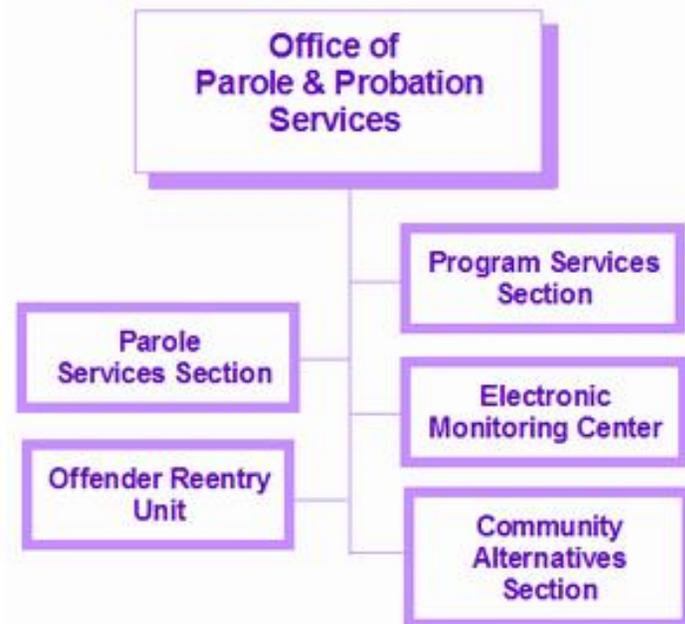


The **Field Operations Administration** includes three administrative units:

The **Office of Parole and Probation Services**,

Regional Administrators - the *Metropolitan Region*, and the *Outstate Region*, and

The **Parole Board**.



The **Office of Parole and Probation Services** is comprised of these administrative units:

- The **Program Services Section**,
- The **Electronic Monitoring Center**,
- The **Community Alternatives Section**,
- The **Parole Services Section**, and
- The **Offender Reentry Unit**,



The **Program Services Section** is responsible for oversight of residential reentry programs and facilities and sex offender management.

This section also is responsible for implementing the interstate compact for parolees and probationers.

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Office of
Parole & Probation
Services

Electronic
Monitoring Center

The **Electronic Monitoring Center** monitors all FOA offenders and discharged sex offenders for whom electronic monitoring is required.

This section also oversees Department LEIN entries and warrant verifications and cancellations.



The **Community Alternatives Section** is responsible for implementation of the Community Corrections Act (MCL 791.401, et seq.), including providing technical assistance to local jurisdictions, coordinating local community corrections plan development, and monitoring program performance under the Community Corrections Act.

It also is responsible for overall planning, monitoring, and evaluation of prisoner substance abuse programming, including substance abuse testing.



The **Parole Services Section** provides investigative support and information to the Parole Board in the parole revocation, supervision, and discharge processes.

The **Offender Reentry Unit** is responsible for community based reentry programs and services.

The Offender Reentry Unit ensures the smooth transition of offenders paroling to the community, using administrative agencies to assist in identifying programs and services, or filling gaps in these programs and services, so that the identified needs of parolees are met in the community.



The Department's parole and probation offices are organized into 2 geographical regions:

The **Metropolitan Region**, and

The **Outstate Region**.

Each region is headed by a **Regional Administrator**.



Regional Administrators are responsible for operations within their respective regions, including new program implementation and administration of adult felony probation services, and parole supervision.

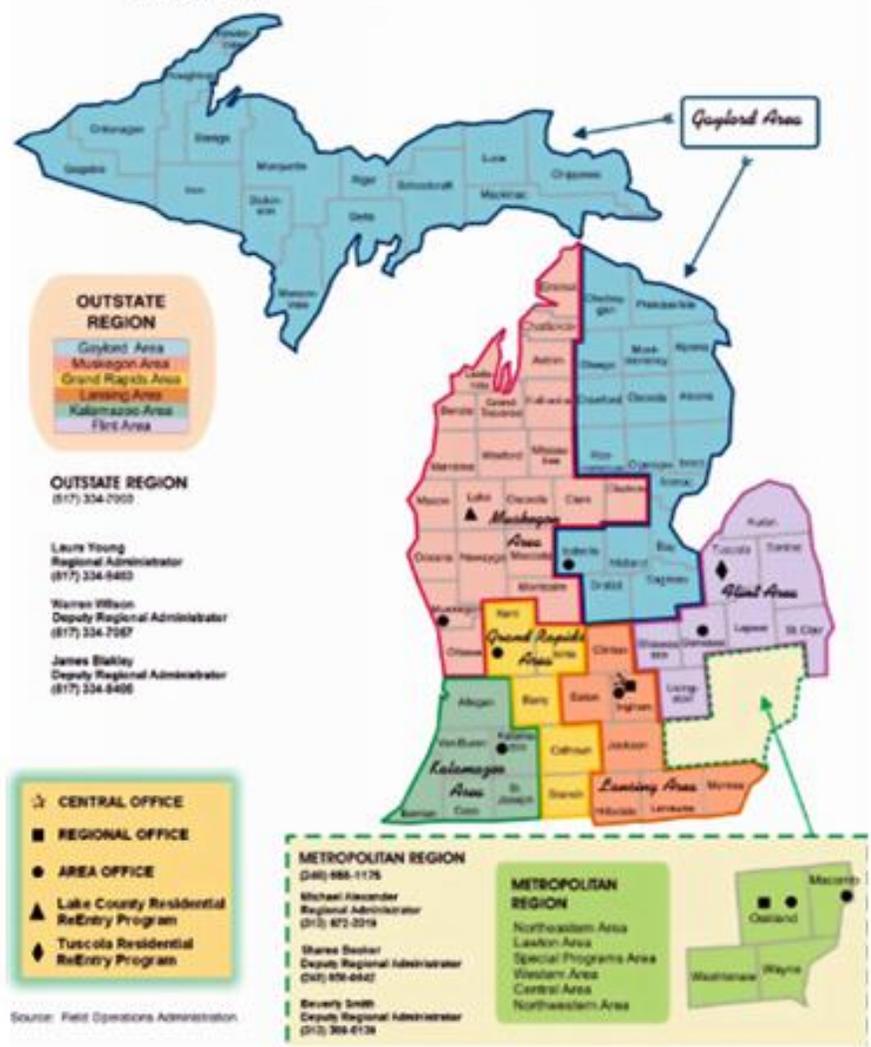
Regional Administrators are also responsible for all staff assigned to their respective regions and for enforcement of applicable Department policies and procedures in their respective regions.

Each region within FOA has two [Deputy Regional Administrators](#) who assist the Regional Administrators in the performance of their duties and directly supervise the Area Managers.



Each geographic area within a region is supervised by an **Area Manager** who in addition to responsibilities assigned by the Regional Administrators, also supervises all field staff working in that area's probation/parole offices.

Field Operations Administration Regions and Areas
As of January 10, 2012



The 2 regions cover multiple counties and cities that are divided into geographic areas.

Each geographic area includes various individual offices within that specific area.



The administrative office for the **Metropolitan Region** is located in Detroit.

This region services the counties of Washtenaw, Oakland, Macomb, and Wayne.

The Metropolitan Region shown on the map on the left, is divided into 6 areas.



The Metropolitan Region's **Northeastern Area** office is located in Mt. Clemens.

Other offices in this area include Eastern District Probation, Mt. Clemens Parole, and Macomb Probation.



The Metropolitan Region's **Lawton Area** office is located in Detroit.

Offices in this area include Detroit Metro Parole, the Specialized Supervision Unit I and II, the SAI Parole and Probation, EMS Parole/Probation and the Transportation Unit.



The Metropolitan Region's **Special Programs Area** office is in Detroit.

This area includes the Special/Court Services, Ann Arbor Parole, Washtenaw Probation, and Chrysler Probation.



The Metropolitan Region's **Western Area** is headquartered in Lincoln Park.

This area includes the Southwest District Probation, and Lincoln Park Parole.



The Metropolitan Region's **Central Area** office is located in Detroit.

Include in this area are Lasher District Probation, Greenfield District Probation, the Outer District Parole.



The headquarters for the Metropolitan Region's **Northwestern Area** is located in Pontiac.

This area includes Oakland Probation, Troy Probation, and Pontiac Parole.



The **Outstate Region** consists of the 79 remaining counties in Michigan.

This region's headquarters is located in Lansing and like the Metropolitan Region, is also divided into six areas.



Pictured on the left is the Gaylord Area, which is geographically the largest area in the state.

This area covers 15 counties* in the Upper Peninsula and 20 counties* on the Northeast side of the Lower Peninsula.

* Alcona, Alger, Alpena, Arenac, Baraga, Bay, Charlevoix, Cheboygan, Chippewa, Crawford, Delta, Dickinson, Emmet, Gladwin, Gogebic, Gratiot, Houghton, Iosco, Iron, Kalkaska, Keweenaw, Luce, Mackinac, Marquette, Menominee, Midland, Montmorency, Ogemaw, Ontonagon, Oscoda, Otsego, Presque Isle, Roscommon, Saginaw and Schoolcraft.



The Muskegon Area covers the 18 counties* in the Northwest Lower Peninsula.

* Antrim, Benzie, Clare, Grand Traverse, Isabella, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montcalm, Muskegon, Newaygo, Oceana, Osceola, Ottawa and Wexford.



The Kalamazoo Area includes the 6 counties located in the Southwest Lower Peninsula - Allegan, Berrien, Cass, Kalamazoo, St. Joseph and Van Buren.



Grand Rapids Area

2 areas provide services for the counties in the middle of the Lower Peninsula.

The Grand Rapids Area covers 5 counties - Barry, Branch, Calhoun, Ionia and Kent.



The Lansing Area covers 7 counties -
Clinton, Eaton, Hillsdale, Ingham,
Jackson, Lenawee and Monroe.



The last remaining area in the Outstate Region is the Flint Area.

The offices in this area cover 8 counties in the Thumb area of the Lower Peninsula - Genesee, Huron, Lapeer, Livingston, Sanilac, Shiawassee, St. Clair, and Tuscola.



The number of individual parole/probation agents assigned to individual offices within these areas is dependent upon the number of clients (parolees and probationers) in that specific area.

In our larger metropolitan areas, agents are assigned to either perform probation services or just parole services.

Agents in smaller offices in less populated areas will often perform both probation and parole services.

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**FIELD OPERATIONS
ADMINISTRATION**

Parole Board

The **Parole Board** is comprised of ten members who are appointed by the Director, one of whom is designated as the Chairperson.



The above picture is of a parole board meeting at Jackson State Prison in 1958.

The Chairperson is responsible for the management and operation of the Board.

The Board is responsible for all parole decisions, including establishing the terms and conditions of parole and parole revocation, and the processing of cases for reprieve, commutation, and pardon.

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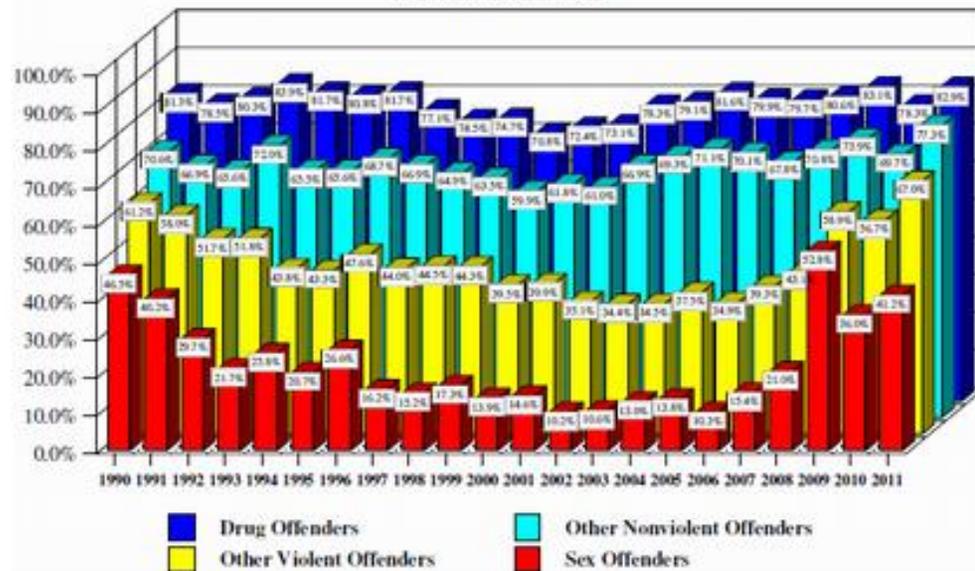
Parole Board

Office of the Parole Board

The Parole Board Chairperson also supervises the **Office of the Parole Board**, which is responsible for providing administrative and support services to the Board, including in the parole and lifer consideration process.

This office also is responsible for operation of the crime victim notification process pursuant to the William Van Regenmorter Crime Victim Notification Act.

**Parole Approval Rates
By Offense Group**

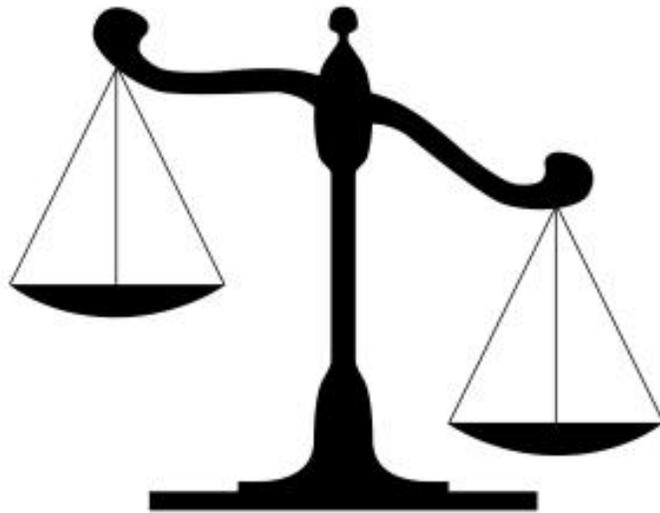


Parole is defined as a period of supervision and testing in the community prior to release from parole board jurisdiction.



Under State law, the Parole Board may grant parole only if there is a reasonable assurance the prisoner will not be a menace to society or to the public safety.

The parolee is supervised by a State Parole Agent and the Board may revoke the parole whenever the parolee fails to keep the terms of parole which include both standard conditions as well as any special conditions attached to the parole.



Commutation is a form of Executive Clemency which the Governor grants or denies based on the Michigan Parole Board's recommendation.

The life sentence is "commuted" to an indeterminate sentence making the prisoner eligible for parole consideration.



Pardon - The Governor uses his or her executive clemency powers to forgive a person convicted of a crime.

A pardon removes the conviction and the associated penalty from the books.



***The
Correctional Facilities
Administration***



The Correctional Facilities Administration (CFA) is headed by a Deputy Director who is responsible for the operation of all correctional institutions operated by the Department.



These correctional institutions extend from Coldwater near the Michigan/Indiana border to Marenisco on the Michigan/Wisconsin border in the Upper Peninsula.



The Correctional Facility Administration is composed of two administration units:

1. **Regional Prison Administrators,**
2. The **Operations Division.**

Each of these separate entities has specific responsibilities that supports the overall operation of the administration.

**Correctional
Facilities
Administration
Regions**

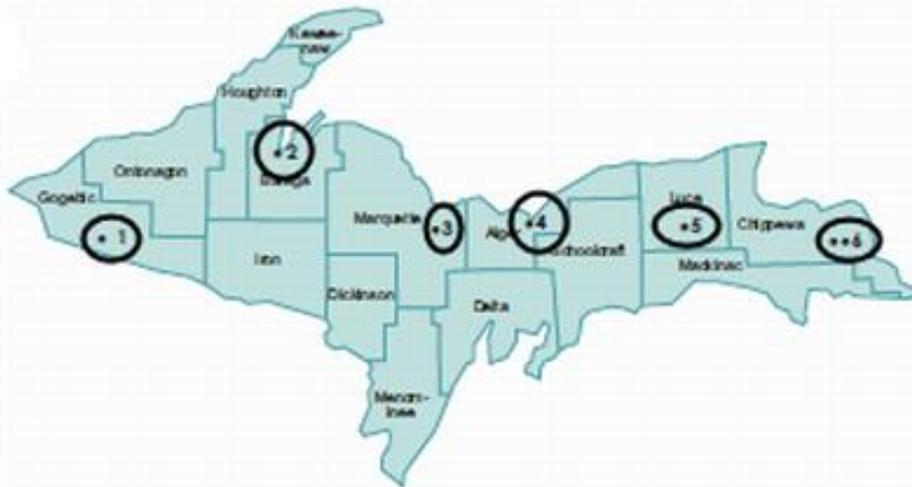


Regional Prison Administrators

The Department's correctional facilities are divided into 2 geographic regions, the [Northern Region](#) and the [Southern Region](#), as shown on the map on the left.

Each region is headed by a **Regional Prison Administrator** who is responsible for the oversight of institutions within their geographic region.

Each CFA institution within a region is administered by a **Warden**, who reports to a Regional Prison Administrator. The Warden is responsible for the overall operation of their assigned institution(s).



The Northern Region includes all of the facilities in the Upper Peninsula and the Northern half of the Lower Peninsula.

There are 7 facilities in the Upper Peninsula in six different locations; these facilities, as shown on the map on the left, are:

1. Ojibway Correctional Facility.
2. Baraga Max. Correctional Facility.
3. Marquette Branch Prison.
4. Alger Correctional Facility.
5. Newberry Correctional Facility.
6. Chippewa Correctional Facility and Kinross Correctional Facility.



The Northern Region facilities located in the Northern half of the Lower Peninsula are:

7. Pugsley Correctional Facility.
8. Oaks Correctional Facility.
9. Earnest C. Brooks Correctional Facility, Muskegon Correctional Facility and the West Shoreline Facility.
10. Central Michigan Correctional Facility and the St. Louis Correctional Facility.
11. Saginaw Correctional Facility.

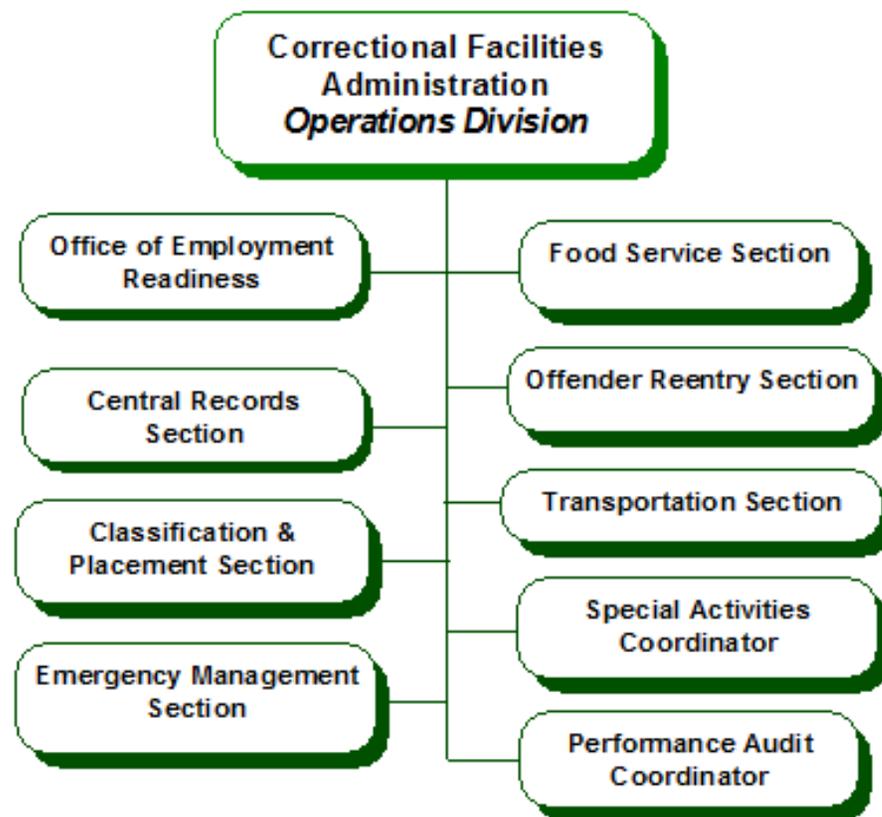
The Southern Region includes all of the facilities in the southern half of the Lower Peninsula as shown on the map on the left.

These facilities are:

1. Carson City Correctional Facility.
2. Richard A. Handlon Correctional Facility, Ionia Correctional Facility, Michigan Reformatory, and Bellamy Creek Correctional Facility.
3. Thumb Correctional Facility.
4. Macomb Correctional Facility.
5. G. Robert Cotton Correctional Facility, and Charles E. Egeler RGC, Parnall Correctional Facility and Cooper Street Correctional Facility.
6. Special Alternative Incarceration Facility.
7. Detroit Reentry Center. ([See note below](#))
8. Women's Huron Valley Correctional Facility.
9. Woodland Center Correctional Facility.
10. Lakeland Correctional Facility.
11. Gus Harrison Correctional Facility.



Note - The Ryan Correctional Facility was re-purposed and redesignated as the [Detroit Reentry Center](#) in October 2012. This is now operated by FOA, but has some special needs CFA prisoners residing there.



The **Operations Division** is responsible for providing programming support to CFA institutions.

Included in the Operations Division are the nine sections listed on the left.

**Office of Employment
Readiness**

**Educational Services
Section**

**Michigan State
Industries**

The **Office of Employment Readiness** is responsible for the management and coordination of offender academic and vocational programming.

Several smaller sections are included in this office including the [Educational Services Section](#) and [Michigan State Industries](#).

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**Office of Employment
Readiness**

**Educational Services
Section**

The **Educational Services Section** is responsible for coordinating all academic and vocational programming for prisoners.

This includes the Prison Build Program which is responsible for the training of prisoners in the building and horticulture trade

The Department of Corrections provides Adult Basic Education (ABE) and General Education Development (GED) courses at all prisons.



Prisoners are also given opportunities to learn an industry-approved trade at most facilities after they have obtained a GED.

The Department believes a prisoner's completion of at least the core of a standardized program and national or state recognized certification increases his or her opportunity to find a job upon entry into society.

Presently, there are 13 trades taught in the prison system by over 100 highly qualified instructors.

**Office of Employment
Readiness**

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**Michigan State
Industries**

Michigan State Industries (MSI) is responsible for the overall control, management, and supervision of prison industry programs.

MSI operates as similarly as possible to private enterprise and is self-sufficient from the sale of its products to government and nonprofit agencies.



MSI is a large operation employing more than 3,000 prisoners annually and operating more than 34 factories in correctional facilities.

Products manufactured by MSI include signs, shoes, officer uniforms, prisoner uniforms, hospital linen, tactical gear and license plates.

MSI also provides services such as drafting, dairy and meat processing, laundry and data processing.

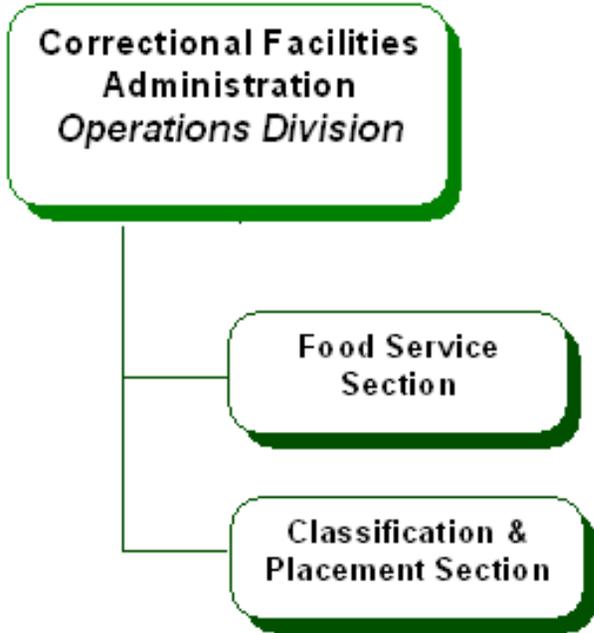
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**Correctional Facilities
Administration
*Operations Division***

**Central Records
Section**

The **Central Records Section** is responsible for the coordination and oversight of the prisoner time computation process, including auditing facility timekeeping processes and criminal history inquiries on the Law Enforcement Information Network (LEIN).

This section also is responsible for the maintenance of prisoner Central Office files, detainer processing, prisoner record retention, implementation of the Sex Offenders Registration Act, and sentencing interpretation.



The **Food Service Section** is responsible for coordinating dietary programs and food service sanitation in compliance with federal, state and local regulations and standards for all correctional facilities.

The **Classification and Placement Section** is responsible for coordinating prisoner transfers.

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**Correctional Facilities
Administration
*Operations Division***

**Transportation
Section**

The **Transportation Section** is responsible for the operation and direction of all prisoner transportation within CFA as well as for specifically identified transportation.

The Department's **Radio Shop**, which provides oversight for the installation of radio equipment is also within this section.



The **Offender Reentry Section** oversees offender reentry processes beginning at prison intake through parole or discharge.

In collaboration with interdepartmental and community agencies, this section ensures a smooth transition from prison into the community.

The **Special Activities Coordinator** is responsible for coordinating religious services and chaplaincy, the outreach volunteer program, library services, leisure time activities, hobby craft programs, and provides technical assistance to staff in these areas.

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**Correctional Facilities
Administration
*Operations Division***

**Emergency
Management
Section**

The **Emergency Management Section** is responsible for coordinating Emergency Response Teams throughout the Department and providing technical assistance to staff on disturbance control issues as well as tracking and monitoring security threat groups.

The Section Manager acts as the Department's Emergency Management Coordinator and represents the Department in the State Emergency Operations Center.

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**Correctional Facilities
Administration
*Operations Division***

**Performance Audit
Coordinator**

The **Performance Audit Coordinator** conducts performance audits annually of designated facilities.

The Coordinator also oversees the CFA performance audit process and provides technical assistance to staff in this area.



The Department's prisons house over 40,000 prisoners, employ over 9,000 Corrections Officers and nearly 6,000 non-custody staff.

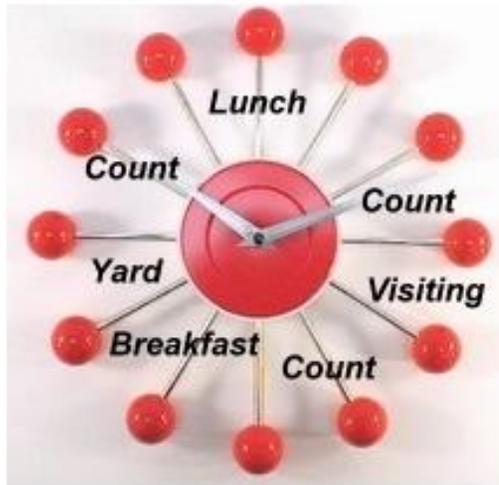
The Department's facilities range in security levels from Level I to Level V.

Facility security level designations ensure that prisoners are placed in the least restrictive security level which is necessary and available.



Each facility is like a self-contained city.

The facility is responsible for maintaining security, providing the prisoners food, clothing, health care, psychological services, dental care, law library, educational services and recreation.



As much as possible, prisons run on a schedule.

Everything has an assigned time; breakfast, lunch, dinner, count, school, yard, visits, work crews, showers, etc.



**Correctional
Facility
Organizational
Structure**



Each CFA prison is headed by a **Warden** who has the overall responsibility for the facility.

Typically, a CFA facility (prison) is divided into 2 operations - operations "inside the security perimeter" and operations "outside of the security perimeter."



All parts of the facility inside the perimeter fences, are considered to be inside the security perimeter.

Outside of the security perimeter usually refers to the Administration building, maintenance and any other buildings/activities that are outside of the facility perimeter fence.



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graph TD; Warden[Warden]; DW1[Deputy Warden]; DW2[Deputy Warden]; Warden --- DW1; Warden --- DW2;
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Warden

Deputy Warden

Deputy Warden

Reporting to the **Warden** is the **Deputy Warden** who is responsible for all operations inside the facility security perimeter.

In some correctional facilities there are 2 Deputy Wardens.

Custody Deputy Warden

The **Custody Deputy Warden** is responsible for each of the 3 shifts that operate in each facility, and all security assignments such as Gate Control and the Information Desk.

Housing Deputy Warden

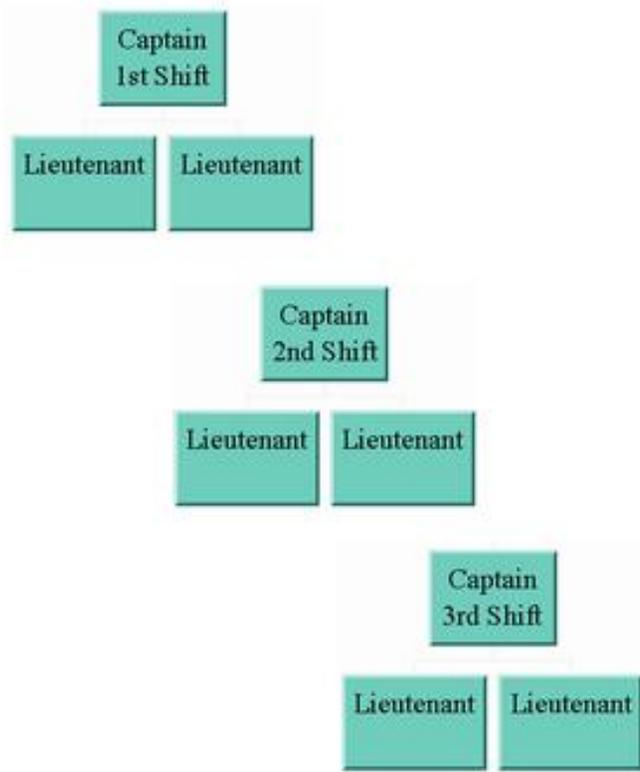
The **Housing Deputy Warden** is responsible for the operation of all prisoner housing units.

At many facilities both Deputy Wardens share the responsibility for **programming** which includes activities such as religious activities, library services, recreation, and education.

As the Department continues to explore ways to cost-effectively streamline its operations, some facilities now are operating with only 1 Deputy Warden.



Each facility also has 1 or 2 **Inspectors** who handle a variety of assignments, such as conducting investigations, supervising the facility arsenal, and overseeing prisoner transportation and prisoner property.



Each facility has shift commanders that consist of Captain's and in some cases Lieutenants.

Each of the shifts are manned by Sergeants and Corrections Officers.

The number of Sergeants and Corrections Officers assigned to each shift depends on the facility security level.



Generally, the higher the security level, the ratio of staff-to-prisoners is higher.

As an example - a level 1 facility (minimum security) may have 1200 prisoners and 250 corrections officers while a Level 5 facility (maximum security) may only have 400 prisoners, but 350 corrections officers.



As was stated earlier, each facility is like a self-contained city and requires many different types of staff members to support facility operations.

Some of these staff members work "outside" of the security perimeter, while others perform services both inside and outside of the security perimeter.



These support services include physical plant maintenance, administration, food service, health care, human resources, education, and prisoner records.

Each of these support services is organized into different departments with the department head reporting to the facility Warden.



Some of the occupations in these departments include accountants, electricians, plumbers, school teachers, and health care professionals to name just a few.



***Prisoners
in
Michigan***



Most of the Department's time and resources are spent caring for and supervising prisoners.

Some of these prisoners are dangerous, however most are not.

Many do not have much education nor do they know how to find and keep jobs.



Some have emotional problems, drug or alcohol dependency, and some have medical problems.

Many prisoners have special needs and require special supervision.



Statistics gathered on offenders in the system provide a composite of a so-called typical Michigan prisoner.

Such a person is a 37 year-old unskilled, non-white single male who did not finish high school.

He is from southeast Michigan and is serving for non-assaultive crimes.

He is serving his first Michigan prison sentence.



All male prisoners sentenced to the MDOC are sent to the **Charles Egeler Reception and Guidance Center**.

Women prisoners are sent to the **Women's Huron Valley Correctional Facility**.

Necessary programming is determined during the reception process.



Prisoner Placement in Michigan

Female prisoners are housed at the Women's Huron Valley Correctional Facility.

The Hutzel Women's Hospital oversees pregnant prisoners.

Women prisoners account for about 5% of the total prisoner population. The majority of them are single mothers.



Prisoner Placement in Michigan

Juveniles sentenced under the Holmes Youthful Trainee Act are housed at the [Thumb Correctional Facility](#) in Lapeer.

One of the chief problems faced by staff who deal with juveniles is the fact that juvenile offenders don't comprehend what a life sentence really means.

Many juveniles solve problems impulsively by physical means, rather than using problem solving skills and negotiation.



Prisoner Placement in Michigan

Older offenders are placed in [Lakeland Correctional Facility](#). The prison specializes in dealing with geriatric offenders.

Aging prisoners with significant medical concerns are placed in [Duane Waters Health Center](#) in Jackson.

Michigan Department of Corrections

F.Y.I.
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MPRI Crime Fighting Efforts Highlight Meeting

A joint meeting of the Michigan Prisoner Reentry Initiative (MPRI) State Policy and Executive Management teams was held last month at Lansing Community College's west campus. One of several important accomplishments of the meeting was approval of a new local MPRI governance structure. This new structure will ensure all agencies involved have the full knowledge and understanding of their role in the initiative and a clear structure for implementation as MPRI is expanded across the state - the next step of taking MPRI fully up to scale in the next several years.

"This new structure will help us spread the services to former prisoners into local community-based planning agencies that are managing MPRI funds," said Dennis Schriener, Deputy Director of the Planning and Community Development Administration, and the Chair of the MPRI Executive Management Team. "For the most part, we are using the existing

boundaries of our administrative agencies, both Michigan Works! Agencies and nonprofits to expand to adjoining counties and, where needed, will be

-see MPRI, page 4

Help Wanted at MDOC: Job Fairs Draw Large Crowds

About 17,000 people are currently serving out a career in the MDOC. Over a thousand more are hoping for the chance to do the same, as evidenced by attendance at several recruitment job fairs that have taken place in recent months.

The department is looking to hire 700 corrections officers during this fiscal year, and is collaborating with Michigan Works! (and in some areas, the Urban League) to sponsor job fairs throughout the state. So far they've been held in Grand Rapids, Jackson and Muskegon, with attendance in Muskegon

spiking out at more than 1,000 people. Another fair is scheduled in Greenville this month, and more are being planned for later in the year.

J.J. MDOC Director Patrick J. Conroy and Deputy Director of the Planning and Community Development Administration Dennis Schriener take priority to presentations during the MPRI State Policy and Executive teams meeting.

MPRI THIS IS YOU!

Plan Management Team.....
 News Desk.....
 MDOC Strategic Plan.....
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Other sources of information can be found on the Department's web site at www.michigan.gov/corrections.

The Department's Office of Public Information and Communications also publishes the bi-weekly newsletter **FYI** which provides current information on events and happenings in the department.

FYI is also available on the Department's web site.



We hope that you found this presentation
informative and now have a better understanding of
Your Michigan Department of Corrections.